
From: Coats, Janetta
Sent: Thursday, September 21, 2017 8:21 AM
To: Bryan, David; Burrus, Sheila; Cherrett, Christine; Coats, Janetta; Collier, Deanna; Dallemagne, Magdeleine; Deyoe, Jeremy; Dunbar, Bill; Flores-Gregg, Paula; Ford, Jeremy; Harrison, Dorelle; Hays, Angela; Houston, Pamela; Johnson, Joyce-R6; Kerr, Michelle; Khan, Sidrah; Maynard, Katy; McKinney, Jason; Mohon, Mitty; Murray, Annah; Ofosu, Philip; Ortiz, Eduardo; Palit, Ted; Phelps, Sherronda; Pollock, Devin; Robertson, David; Rogers, Joan; Sanders, LaTonya; Stevens, Jim; Stowell, Jacob; Swatts, Darriel; Talton, Adolphus; Tate, Samuel; Taylor, Maren; Urban, Trevor; Vaughn, Gloria; Villaneda-VanVloten, Isabel; Villarreal, Chris; Wilson, Wenona
Subject: FW: ACTION: Sign in form for CLs and Individual Time Tracking Forms
Attachments: HHCL-sign-in-out-sheet.xlsx; Copy of Overtime Cert Form for SUPR.xlsx

Good morning,

ALL:

Please use the attached form to sign in and out daily as well as a form for tracking their time for individual purposes.

Thanks,

Janetta Coats
U.S. Environmental Protection Agency
Region 6
Senior Community Involvement Coordinator (CIC)
Technical Assistance Grant (TAG) Coordinator
Superfund Job Training Initiative Coordinator (SuperJTI)
1445 Ross Avenue 6SF-VO
Dallas, Texas 75202
phone: 214.665.7308 or toll free: 1.800.533.3508
fax: 214.665.6660
email: coats.janetta@epa.gov

Hurricane Harvey 2017 - Community Liaison Sign in/out					Date:	
	Name	mail-code or Region	telephone #	time in	time out	OT
1						
2						
3						
4						
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Overtime & Night Differential Calculator & Certification Form

Employee Name (Last, First):		Pay Period Ending Date:	
Site/Project Name:	Hurricane Harvey -		

DAY	DATE	START	END	LUNCH	DINNER TIME TAKEN WITHIN WORK PERIOD	DINNER PERIOD HOURS	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK	OVERTIME	NIGHT DIFFERENTIAL
SUN	09/03/17										
MON	09/04/17						8.00				
TUE	09/05/17						8.00				
WED	09/06/17						8.00				
THU	09/07/17						8.00				
FRI	09/08/17						8.00				
SAT	09/09/17										
SUN	09/10/17										
MON	09/11/17						8.00				
TUE	09/12/17						8.00				
WED	09/13/17						8.00				
THU	09/14/17						8.00				
FRI	09/15/17						8.00				
SAT	09/16/17										
						TOTALS:	80.00	-		-	-

I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Employee Signature _____

Date _____

Employee Supervisor Signature _____

Date _____

R7 ROUTING:

- (1) Employee completes/signs
- (2) Timekeeper for PPL review/entry/rev
- (3) Supervisor for signature and PPL approval
- (4) Timekeeper for file retention